ROUTING AND RECORD SHEET								
SUBJECT: (Optional)								
Employee Bulletin - Recruitment								
FROM: Jämes H. McDonald Acting Deputy Director for Administration 7 D 24 Hqs			EXTENSION	DATE 27 October 1983				
TO: (Officer designation, room number, and building)	D	ATE	OFFICER'S	COMMENTS (Number each comment to show from whom				
•	RECEIVED	FORWARDED	INITIALS	to whom. Draw a line across column after each comment.)				
Executive Registry  7 E 12 Hqs				To 3. and 4.:				
<b>4.</b>				I believe Bob's idea has				
3. Executive Director				merit and could be fruitful in obtaining good applicants. The proposed draft Employee Bulletin is perhaps too wordy and lends itself to the "kiss" principle. Also, believe we can expand it to				
4.		·						
5. Deputy Director of Central Intelligence		·	,	include secretarial/clerical areas with reference to our being an EEO employer. Also, it's been suggested that we preprint a form on the back of the Employee Bulletin along the lines of the				
6.								
7. 1878 / C		ene p se s		attachment to the Employee Bulleting which I have added. I think also, to be more effective, there has to				
8.				be feedback to the person making the referral				
9.	1-6			If you concur with this approach, we'll put something out in short order.				
10.								
11.				cc: D/OP				
12.				Att				
13. 1. EO/DDA FYI			i :	ADDA/JHMcDonald:cn (27 Oct 83)				
2. Registry Fil	e			Distribution: Original PRS - Addressee w/att 1 - D/OP w/att				
15.			,	1 - ER w/att 1 - DDA Subject w/att 1 - DDA Chrono w/att 1 - ADDA Chrono w/att				
ORM 610 USE PREVIOUS	<del></del>	<del></del>	***************************************					

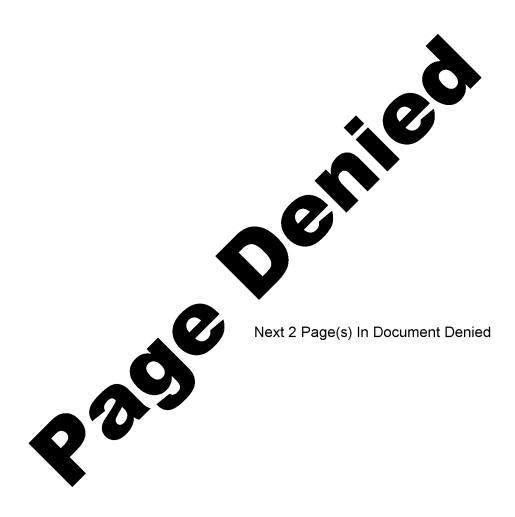
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ROUTING AND RECORD SHEET								
SUBJECT:	(Optional)	· · · · · · · · · · · · · · · · · · ·	. <u> </u>		DD/A Registry			
	Recruitment				83-4656			
FROM:				EXTENSION	DATE  26 October1983			
TO: (Office	TO: (Officer designation, room number, and DATE		OFFICER'S	COMMENTS (Number each comment to show from whom				
oonamy,	·	RECEIVED	FORWARDED	INITIALS	to whom. Draw a line across column after each comment.)			
1.	DDA				"John"			
2.	DDA				I do not feel that we are getting an adequate number of			
4.					recruitment referrals from our staff. There is an interesting			
3.					statistic from the 1983 CT classes.			
	Executive Director				Of the CT's brought in from outside the Agency in FY 1983,			
4.					12% was based on Agency employee referrals. I find this an impressive figure, given the fact that			
5.					there is not much ballyhoo to			
	Deputy Director of Central Intelligence				encourage staff employees to send in such referrals. I, therefore, think that an Employee Bulletin over your signature might stimu- late a lot more referrals with			
<b>6.</b>								
7.					the proportionate increase in EOD's. I have attached a draft of such a bulletin for your			
8.	D/Pers 5 E 58				approval. If you approve, we will take the necessary steps to formalize. It might be a			
9.					good idea certainly won't hurt.			
10.					151 Del-			
11.					Robert W. Magee			
12.					Att			
13.								
14.								
					Distribution:			
15.					Orig - Addressee			
FORM 6	USE PREVIOUS EDITIONS	<u> </u>	· <b>!</b>		1 - D/Pers Chrono 1 - D/Pers Subject			

1 - RWM Chrono
Approved For Release 2008/05/13 : CIA-RDP85B01152R000100020013-3 26 Oct 83)



## Approved For Release 2008/05/13 : CIA-RDP85B01152R000100020013-3

ROUTING AND TRANSMITTAL SLIP						
TO: (Name, office symbulding, Agency/	<del></del>	Initials	Date			
. EO/00A		26 0CT				
2.			V			
A/DOA			X	27 0CT		
<u>.                                    </u>			0			
<b>.</b>						
Action	File	Note	and Retu	ırn		
Approval	For Clearance		Conversat			
As Requested	For Correction Prepare Reply					
Circulate	For Your Information   See Me					
Comment	Investigate Signature					
Coordination	Justify	11				

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions								
FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.							
	Phone No.							
5041-102	OPTIONAL FORM 41 (Rev. 7-76) Prescribed by GSA							
★ GPO · 1981 O = 341=529 (120)	FPMR (41 CFR) 101-11.206							

☆ GPO : 1981 O - 341-529 (120)